



Date: December 21, 2012

South Cooper Mountain Concept & Community Plans RFP #2752-13B

Frequently Asked Questions

1. Which jurisdiction will adopt the 2002 Cooper Mountain concept/community plan?

Answer: At this time, it is anticipated the concept plan for Urban Reserve Area 6B (including the Cooper Mountain area) will be adopted by the county. The community plan for the 2002 Cooper Mountain UGB expansion area will likely also be adopted by Washington County since this area has not been annexed into the City. Input from neighbors, property owners and stakeholders during the planning process may influence whether the plan is ultimately adopted by the City or the County. At this time, the City does not intend to develop an annexation plan for the 2002 Cooper Mountain UGB expansion area.

2. Does the Beaverton School District have plans for schools in the South Cooper Mountain area? Will the planning process result in changes to school district boundaries?

Answer: The Beaverton School District (BSD) boundary bisects South Cooper Mountain, with the western portion falling within the Hillsboro School District. Both Hillsboro and Beaverton school districts will be invited to participate in the planning process. It is unknown whether there will be any changes to the school district boundary since the City does not have jurisdiction over this matter. Resolution of the boundary issue is not a work task in this planning process.

The BSD School Facility Plan (2010) identifies the need for a high school in the southern portion of the City. BSD has expressed interest in acquiring property along SW Scholls Ferry Road west of SW 175th Avenue for the location of a new high school.

3. Is the City interested in Design Guidelines?

Answer: Design Guidelines for the portion of South Cooper Mountain annexed into the City may be identified as a desired outcome from the public outreach and planning process. This community will be high density and there may be opportunity to explore design guidelines to mitigate density, and promote energy conservation and efficiency.

4. Have there been any discussions with Tri-Met?

Answer: TriMet's Westside Enhancement map shows extended service on SW Scholls Ferry Road to SW 175th Avenue. Given the recent budget constraints and service cuts, it's unknown whether transit service will extend to this area. A TriMet representative will be invited to participate on the TAC.

5. Have the TAC and CAC members been appointed?

Answer: No, City staff have discussed the potential size and composition of these Committees. An internal staff committee was formed to share information and identify issues. The Planning Commission adopted a resolution endorsing the project approach and issues identified by the staff committee.

6. Does the 18 month timeline include action by City Council?

Answer: Yes, the 18 month timeline includes check-in points with the Planning Commission and City Council throughout the process, leading to ultimate hearings and adoption.

7. The RFP requests an estimated breakdown of staff time. How can this be addressed without knowing the overall budget?

Answer: The total project budget will be in the range of \$400k - \$700k. It's acceptable in the proposal to state an assumed budget within that range, and base the allocation of staff time on that assumed budget, without naming a fee for services proposed.

8. What is City staffing for this project?

Answer: There is one full-time planner dedicated to South Cooper Mountain. The project will require support from all departments, but an estimate of the overall City staff time dedicated to the project is not available at this time.

9. What is the target area or population for larger scale public outreach? Are there any neighborhood organizations in the area?

Answer: The larger community meetings will target the immediate area, including existing neighborhoods and property owners within South Cooper Mountain, as well as neighboring areas. The Southwest Beaverton Neighborhood Association Committee (NAC), Beaverton Committee for Citizen Involvement (BCCI), and Citizen Participation Organization (CPO) #6 will be included in public outreach efforts throughout the planning process.

10. Who will review work that involves property outside the City?

Answer: The City will review all work for South Cooper Mountain, including Urban Reserves Area 6B and the 2002 Cooper Mountain UGB expansion area. The City is finalizing an IGA with Washington County that

authorizes the City to do long-range planning for the portion of South Cooper Mountain (Area 6B) that is located in the County, as well as the 2002 Cooper Mountain UGB expansion area. Washington County staff will be involved with the TAC, and review and comment on work products in that capacity.

11. Please describe the anticipated City and consultant roles for the development and maintenance of the web site and social media site. Will these be maintained by the City with content and advice from the consultant team? Or is the City looking for the consultant to handle social media and design/host a website?

Answer: The website and social media sites will be hosted by the City in conformance with City policies and guidelines. It is anticipated that materials, advice and assistance from the consultant will be provided to maximize the effectiveness of these tools in communicating project activities, products and progress with the public, as well as providing alternative means of soliciting input and feedback throughout the process.

12. Deliverable 2.1 – Beginning with this task, and carrying through, the draft scope refers to “Energy” as a topic. Please elaborate on what aspect of energy the City desires as the focus.

Answer: Energy is included as a Phase III, Task 1 work product, being one of the systems to evaluate during the initial technical background analysis. This analysis should identify the types, locations and plans for existing power facilities, for example, available to serve the new community. In addition, the City is interested in making the connection between smart growth and energy efficiency as the planning work proceeds, recognizing that how and where we build are important considerations in the actual design of neighborhoods -including streets, buildings, open spaces, and transportation facilities. The City’s comprehensive plan includes goals and policies under Chapter 7, section 7.5 Energy that provide guidance on this topic.

13. For the TAC and CAC meetings, who will facilitate the meetings? Typical approaches are: (a) City staff; (b) Consultant facilitator; (c) Chair of the committee.

Answer: The consultant will be involved in both TAC and CAC meetings, largely in preparation and presentation of materials to be discussed. The meetings will be run by the committee chairs, with discussion facilitated largely by staff, with some consultant assistance as needed.

14. Regarding the Goal 5/Title 13 mapping, please comment on what level of field work and revisions to existing mapping you anticipate. Would it meet City expectations if there was a more specific level of mapping in the UGB areas versus the Urban Reserve area?

*Answer: Yes, the City expects a higher level of specificity in identifying Goal 5 and Title 13 resources in the 2011 South Cooper Mountain UGB expansion area. The Beaverton comprehensive plan provides additional guidance in Chapter 7, section 7.3 Natural Resources for areas located within the city **boundary**.*

15. For the Local Wetland Inventory, is the same specificity and method for LWI mapping requested for the UGB areas and the Urban Reserve area?

Answer: The LWI only applies to the area within the city boundary.

16. Is LIDAR data available for the project area? If not at this time, but later, please comment on when you expect it to be available.

Answer: A LIDAR flight is scheduled for the next 3 consecutive forecasted high pressure days, when there is an absence of standing water, and data should be available 2-to 4 weeks after the flight.

17. Please comment on how the two school districts will participate in the project. Are changes to school district boundaries a question to be resolved in this process?

Answer: Both the Hillsboro and Beaverton School Districts will be invited to participate as stakeholders on the CAC. Adjustments to district boundaries are not a work task in this planning project. Furthermore, the City has no jurisdiction over the matter. Pursuant to Metro Code 3.07.1110 C. (10), areas added to the UGB must be coordinated with school districts, including coordination of demographic assumptions; and section 3.07.1120 C. (5) requires comprehensive plan provisions for areas added to the UGB to include the amount of land and improvements needed, if any, for public school facilities sufficient to serve the area added to the UGB in coordination with affected school districts. This requirement includes consideration of any school facility plan prepared in accordance with ORS 195.110. The adopted Beaverton School District Facility Plan was updated June 2010.

18. Page 29 of the RFP describes the requested estimate of key staff hours. It will be very helpful to making this table if each of our team's firms can list Key Staff and a column called "Support Staff" – so that technical and support staff can be rolled up into one column per firm. May we do this?

Answer: The suggested approach is acceptable, so long as the breakdown between key technical staff and support staff is clear.

19. On page 7 of Attachment A: Sample contract, the text notes a Professional liability insurance requirement of \$2,000,000 per occurrence with a \$2,000,000 annual aggregate limit. Our firm carries \$1M in Professional Liability coverage. To increase our limits of liability to \$2M would be an additional expense of approximately \$5,000. As the nature of this project is planning and planning –related implementation (e.g. zoning amendments), as opposed to design engineering and construction, can the \$2M be waived or revised to \$1M without any effect on our proposal scoring?

Answer: The City Attorney said that \$1 Million would be acceptable. Please state any exceptions to the Sample contract provided in the RFP in your submitted proposal.